

[? Help](#)**Job details**

Job 1 of 1

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The positions allocable to this class report to a Mental Health Clinical District Chief and have responsibility for assisting in the administration of a mental health services program in a region or bureau. Incumbents in these positions design treatment programs and coordinate program services with other regions and bureaus.

Essential Job Functions

- Plans, assigns, and evaluates the work of subordinate staff.
- Coordinates the development and delivery of staff training necessary to maintain the mandated level of service with Program Development Bureau.
- Develops reporting procedures to ensure that statistical data concerning the program is reported accurately and in a timely manner.
- Formulates policies and procedures that regulate the mental health services program.
- Represents the mental health services program in meetings with other County departments, State and Federal representatives, and other public and private agencies.
- Investigates concerns surrounding the program from patients and the public in conjunction with Patient Rights Advocacy Division.
- Initiates requisitions for supplies and personnel required to operate the program.
- Implements DMH policies and procedures, ensuring compliance with Federal and State Medicare/Medical guidelines.

Requirements**Selection Requirements:**

Option I: Two years of experience in the application of mental health techniques in a community mental health setting as part of a multi-disciplinary team -AND- A license to practice as a psychologist* granted by the State of California Department of Consumer Affairs Board of Psychology. -OR-

Option II: Three years of social work experience on a multi-disciplinary mental health team -AND- A license to practice as a clinical social worker* granted by the State of California Department of Consumer Affairs, Board of Behavioral Sciences. -OR-

	<p>Option III: Four years of nursing experience on a multi-disciplinary mental health team. A Master's degree in Nursing Administration, Psychology or a related field from an accredited** college or university will be accepted for one year of the required experience -AND- A license to practice as a registered nurse* issued by the State of California Board of Registered Nursing. -OR-</p> <p>Option IV: Three years of marriage, family, and child counselor work experience on a multi-disciplinary mental health team -AND- A license to practice as a marriage and family therapist* granted by the State of California Board of Behavioral Sciences.</p>
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	<p>*In order to qualify, a photocopy of the required license must be attached to your application at the time of filing.</p> <p>Applications submitted without the required evidence of licensure will be considered incomplete until such information is provided. The original license must be presented during the selection process and prior to appointment.</p> <p>Degree(s) must indicate the specialized field in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university/college indicating the educational specialty on the university's letterhead. A copy of your degree or written statement from the Registrar's office must be submitted AT THE TIME OF FILING.</p>
Accreditation Information	<p>**Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
Examination Content	<p>This examination will consist of an interview weighted 100%. The interview will assess training, experience, and the general ability to perform the duties of the position.</p> <p>Candidates must achieve a minimum passing score of 70% or higher in order to be placed on the eligible register.</p>
Vacancy Information	The eligible register resulting from this examination will be used to fill vacancies in the County of Los Angeles, Department of Mental Health.
Eligibility Information	The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete for this examination more than once in a twelve (12) month period.
Available Shift	Any

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted.

Fill out your Application Form completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the the job.

INSTRUCTIONS FOR FILING ONLINE : To apply online, click on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email. APPLICANTS MUST COMPLETE AND SUBMIT THEIR JOB APPLICATIONS AND UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (e.g. licenses, Diploma, Official Transcripts, Resume) AS ATTACHMENT(S) AT THE TIME OF FILING. Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include your name, exam number and exam title on faxed documents.

The acceptance of your application depends on whether you have clearly shown that you meet the requirements. Please fill out the application form completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name Job posting preview and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Job Field Social Services
Job Type Professional

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